**A real estate agent** helps his or her clients purchase, rent, or sell properties. They advise clients about market conditions, conduct walkthroughs, and provide guidance and assistance through the process of buying, selling, or leasing properties.

**Responsibilities**

Provide guidance and assist sellers and buyers in marketing and purchasing property for the right price under the best terms

Determine clients’ needs and financials abilities to propose solutions that suit them

Intermediate negotiation processes, consult clients on market conditions, prices, mortgages, legal requirements and related matters, ensuring a fair and honest dealing

Perform comparative market analysis to estimate properties’ value

Display and market real property to possible buyers

Prepare necessary paperwork (contracts, leases, deeds, closing statements etc)

Manage property auctions or exchanges

Maintain and update listings of available properties

Cooperate with appraisers, escrow companies, lenders and home inspectors

Develop networks and cooperate with attorneys, mortgage lenders and contractors

Promote sales through advertisements, open houses and listing services

Remain knowledgeable about real estate markets and best practices

**Requirements and skills**

Proven working experience as a Real Estate Agent or Real Estate Salesperson

Proven track of successful sales record

Ability to work independently combined with excellent interpersonal skills

Strong sales, negotiation and communication skills

Pleasant and trustworthy

MS Office familiarity

Real estate agent’s or broker’s licence